

NORTH PENN SCHOOL DISTRICT
Lansdale, PA 19446

NORTH PENN SCHOOL DISTRICT
REQUEST FOR PROPOSAL
CONSTRUCTION MANAGEMENT SERVICES
NORTH PENN HIGH SCHOOL

The North Penn School District is soliciting proposals from Construction Management (CM) firms to provide owner’s representation, pre-referendum, pre-construction and construction management services in support of renovations and additions to the North Penn High School.

PROJECT DESCRIPTION

The North Penn School District engaged SchraderGroup Architecture to perform a master plan for the North Penn High School. The master plan has concluded and the final plan includes the two options. Option 1 would include performing a grade realignment to move the 9th grade population (currently housed in the middle schools) to the North Penn High School site. The 9th grade would be housed in an addition to the North Penn High School. In an effort to support the additional student body, other areas of the North Penn High School would be expanded including a new athletic facility and the development of a new commons and cafeteria area. In addition to the additions to the North Penn High School, Option 1 would include all new building systems, increased natural lighting, and 21st century flexible learning spaces. The entire building will be renovated to allow for a reimagined educational facility to meet the needs of 21st century learning.

The North Penn Board of School Directors has decided to have the public decide if Option 1 will be the preferred option through a referendum process. The portion of the project that will be decided by referendum is the 9th grade addition. If the majority of the public votes “yes” to the referendum, agreeing to build the 9th grade addition, the entire Option 1 project will move forward. If the majority of the public votes “no” to the referendum, Option 2 will move forward.

Option 2 is a scaled down project that includes renovating the existing building systems and finishes with a small addition.

Option 1 and Option 2 also include relocation of the Transportation Center from the North Penn High School site. This includes the purchase of a property and constructing a new Transportation Center somewhere in the North Penn School District.

Information including public presentations, estimates and more specific information regarding the North Penn High School project can be found at the [Re-Imagine North Penn High School website](#).

PROJECT ESTIMATES

North Penn High School Additions and Renovations – Option 1 (Referendum Passes)

- Total Estimate (Hard & Soft Cost) - \$400.8 million
 - 9th Grade Addition (Hard & Soft Cost) - \$94.6 million
 - 9th Grade Addition (Hard Cost) - \$75.7 million
 - 9th Grade Addition (Soft Cost) - \$18.9 million
 - Existing Building Renovations & Additions (Hard & Soft Cost) - \$288.4 million
 - Existing Building Renovations & Additions (Hard Cost) - \$248.4 million

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- Existing Building Renovations & Additions (Soft Cost) - \$40.0 million
- Transportation (Property, Hard & Soft Cost) - \$17.8 million
 - Property Acquisition - \$3.0 million
 - Transportation (Hard Cost) - \$11.8 million
 - Transportation (Soft Cost) - \$3.0 million

OR

North Penn High School Additions and Renovations – Option 2 (Referendum Fails)

- Total Estimate (Hard & Soft Cost) - \$236.8 million
 - Existing Building Renovations & Addition (Hard & Soft Cost) - \$219.0 million
 - Existing Building Renovations & Additions (Hard Cost) - \$164.0 million
 - Existing Building Renovations & Additions (Soft Cost) - \$55.0 million
 - Transportation (Property, Hard & Soft Cost) - \$17.8 million
 - Property Acquisition - \$3.0 million
 - Transportation (Hard Cost) - \$11.8 million
 - Transportation (Soft Cost) - \$3.0 million

PROJECT TIMELINE

Option 1 & 2:

- Pre-Referendum Planning June 2023 – December 2023
- Referendum January 2024 (Special Election) or April 2024 (General Election)*
- Design Process (Special) February 2024 – April 2025 (Special Election)* OR
- Design Process (General) May 2024 – July 2024 (General Election)*
- LD and Permitting March 2024 – May 2025 (Special Election)* OR
- LD and Permitting August 2024 – October 2025 (General Election)*
- Bidding April 2025 – June 2025 (Special Election)* OR
- Bidding November 2025 – January 2026 (General Election)*

*The decision regarding when the referendum will be placed on the ballot has not been determined.

Option 1 Construction:

- Construction Phase 60 Months**
- Post Construction Phase 6 Months**

**Dates contingent upon election date.

Option 2 Construction:

- Construction Phase 48 Months**
- Post Construction Phase 5 Months**

**Dates contingent upon election date.

Transportation Center:

- Design, Bid, & Build October 2023 – September 2025

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SCOPE OF SERVICES

The Construction Management Firm shall act as the owner's representative/agent during pre-construction, construction and post construction phases of the proposed project. In all instances the firm shall employ its best efforts to protect the interest of the Owner and further the intended goals and purpose of the project. Minimum services requested:

1.0 Pre-Referendum Phase (provide a minimum of 20 hours per week onsite)

The Construction Manager shall:

- a. Attend schematic design coordination meetings on a regular basis (minimum of two per month) with the Owner, the Architect, and other consultants to discuss and review all items pertinent to the schematic design phase. The Architect will prepare and distribute minutes of the meetings in a timely manner.
- b. Survey and become familiar with the North Penn High School to better provide information regarding the schematic design, phasing, and system design.
- c. Review schematic design documents, as they are developed in order to avoid potential problems in future design phases and construction.
- d. Provide two schematic design estimates during the schematic design and prior to referendum.
- e. Assist the Owner and Architect in developing a project phasing schedule that allows for the completion of the work in the allotted time outlined by the preliminary schedule.

2.0 Pre-Construction Phase (provide a minimum of 40 hours per week onsite following the pre-referendum phase)

The Construction Manager shall:

- a. Attend design coordination meetings on a regular basis (minimum of two per month) with the Owner, the Architect, and other consultants to discuss and review all items pertinent to the design phase. The Architect will prepare and distribute minutes of the meetings in a timely manner.
- b. Review the project scope with Owner Stakeholders to ensure the plans meet the established facility criteria
- c. Review design documents, as they are developed in order to avoid potential problems and to minimize potential change orders. The Construction Manager will provide recommendations on contract provisions that establish contractor performance requirements to promote quality, cost effectiveness and schedule compliance.
- d. Advise Owner and Architect of recommended changes to contract documents / general conditions, specifications and drawings prior to Bid / Award Phase
- e. Assist the Owner and Architect in developing a project phasing schedule that allows for the completion of the work in the allotted time outlined by the preliminary schedule
- f. Advise Owner and Architect of potential long lead items which could affect the project schedule and make recommendations to improve deliveries or to change the product to a shorter lead item
- g. Perform constructability, coordination, and quality assurance and quality control review of design documents in an effort to avoid conflicts during construction and phasing
- h. Provide two design development estimates and one final estimate prior to the completion of the construction documents.

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- i. Perform value engineering reviews throughout the design development and construction document phases of design to ensure the estimated project costs do not exceed the budget
- j. Assist Architect with the development of any PlanCon and Act 34 documents
- k. Attend the Act 34 hearing
- l. Provide advice and guidance regarding bid strategy, bid packaging, etc.
- m. Attend Pre-Bid Conference and assist Architect as required with Pre-Bid Conference issues and questions
- n. Attend bid opening, assist Architect and Owner as required in evaluation of bids received and suitability of lowest responsible bidder or bidders
- o. Develop RFP and administer bids for third-party construction inspection work, commissioning, and any other support contracts required during the course of the project – Owner to contract
- p. Assist Architect as required in bid award recommendation

3.0 **Construction Phase** (provide a minimum of two field managers and one project manager for a minimum 40 hours each)

The Construction Manager shall:

- a. Provide and maintain a qualified, on-site field staff, in sufficient numbers, to manage the project, conform to the scope of services, and insure that the work is performed in compliance with the contract documents.
- b. Monitor and inspect all work in progress to insure the quality of the work and compliance with the contract documents. The Construction Manager will document and report all deficiencies to the Architect and Owner. The Construction Manager shall make recommendations for corrective actions.
- c. Prepare and maintain daily job site reports including weather conditions, number of workers, equipment in use, contractor activities, general activities, and special occurrences.
- d. Conduct bi-weekly Job Conferences and provide meeting minutes in a timely manner.
- e. Conduct Superintendent meetings and provide meeting minutes in a timely manner.
- f. Maintain prevailing wage certified payroll and maintain required records
- g. Manage all required workers criminal background checks and ensure all workers comply with the State requirements and North Penn School Districts requirements
- h. Perform preliminary review of all shop drawings, RFIs, and construction change directives, and change order requests. Advise the Architect and Owner of the findings and recommendations
- i. Assist with material selections, colors, keying and other schedules with Architect and Owner Stakeholders
- j. Attend Emergency Meetings called by project team in response to any issues
- k. Review and make recommendations for monthly payment requisitions
- l. Attend monthly Facilities & Operations Committee meetings
- m. Provide a monthly presentation and report to the Owner at the Facilities & Operations Committee meeting including an executive summary, progress report, financial report of project, discussion on schedule, project photos, summary of change orders and other critical issues
- n. Monitor the detailed construction schedule provided by the General Contractor to ensure the project remains on schedule and does not become delayed. The Construction Manager will observe construction progress, and report deviations from the schedule that might delay project completion. The Construction Manager will consult with contractors

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to develop and implement corrective actions necessary to meet the project schedule. The Construction Manager shall inform the Owner and Architect of any delays and concerns regarding the contractors maintaining the construction schedule.

- o. Assist in and coordinate the necessary building moves to accommodate the phased construction
- p. Provide coordination of Owner provided items, equipment and installation
- q. Provide the Owner and Architect with digital photograph and video documentation of the project and/or conditions, as required
- r. Prepare and review with Owner and Architect a punch list of items at each phase of project completion and maintain an accurate listing of open items until completion

4.0 Project Close-Out/Post-Construction Phase (provide a minimum of 40 hours per week onsite)

- a. Coordinate completion of punch list items to the satisfaction of Owner and Architect including recommendations for acceptability
- b. Assist Architect in obtaining close-out documents and owners manuals pertaining to the Project for transfer to the Owner at completion
- c. Assist Architect to ensure all as-built drawings are maintained by the contractor and accurate at completion of the phase or construction
- d. Assist Architect and contractors to obtain Certificate of Occupancy
- e. Review and provide recommendation to Owner and Architect regarding final payments and release of retainage amounts
- f. Assist Owner and Architect as requested in evaluation and inspection of building systems involved in the Project prior to the expiration of warranties to determine acceptability
- g. Assist Owner and Architect as required in resolution of construction related problems and with required warranty repairs

End of Section

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PROPOSAL REQUIREMENTS
(Submit 3 hard copies and 1 emailed)

- Company Overview – Provide brief background and experience of firm. Include location of office to provide services. Minimum Requirements: firm shall have experience with projects similar in size and scope and must show evidence of insurance coverage meeting minimum requirements as described below.
- Experience – Provide description of similar projects within the past seven years.
 - Including location, client, architect, and services provided
 - Include project scope, completion date, construction cost, and overall project cost
 - Include information regarding duration and history working with individual K-12 school districts
 - Highlight renovation and additions to high school projects
- Project Team – Identify all key positions and associated level of effort and function. Include an organization chart and resumes for all persons identified as potential key staff. You are required to identify the Project Executive/Senior Project Manager who will be committed to this project for the duration unless otherwise advised or approved by the Owner. **Minimum qualification requirements** include:
 - **Project Executive/Senior PM** should have at least 15 years of management experience with projects of a similar size and scope. Certified Construction Management [CCM] or Project Management Professional [PMP] credential preferred.
 - **Construction Managers** should have excellent communication and computer skills, at least 5-10 years of management experience on similar projects; or shall have a degree in Architectural, Engineering or Construction Management with a minimum of 5 years of experience.
- Management Plan – Provide description of your firm’s approach and specific scope of services. Discuss your experience with HVAC commissioning. Outline your quality assurance strategies and specific experience with roof work. Identify any in-house expertise proposed for this project. Explain your approach to cost estimating. Discuss capability and experience in analyzing and resolving construction claims/disputes. Discuss your experience with web-based project control software and implementation on projects.
- Unique, Innovative, or Creative Services – Provide a description of any unique, innovative, or creative services your firm is able to provide that may not be typical services provided by construction management firms. Explain how these services may benefit the project.
- References – Provide at least five (5) K-12 school district references with contact name, address, telephone number and email address.
- Litigation – Provide information regarding legal proceedings or litigation.
 - Identification of any legal proceedings filed by an owner against the firm on any project for which the firm provided construction management services during the last five (5) years. Legal proceedings should include, but are not limited to, arbitration, complaints, or court action.

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- Identification of any legal proceedings filed by a contractor against the owner on any project for which the firm provided construction management services during the last five (5) years. Legal proceedings should include, but are not limited to, arbitration, complaints, or court action.
- Contract – Provide a sample of the contract the firm intends to use if selected.
- Non-Collusion Affidavit – Complete and provide the attached affidavit.
- Construction Management firm to provide insurance as follows:
 - Professional liability and errors and omissions insurance – minimum \$3,000,000 per occurrence and in the aggregate
 - Commercial general liability - minimum \$2,000,000 in the aggregate and \$1,000,000 per occurrence
 - Automobile liability – combined single limit coverage of at least \$1,000,000
 - Umbrella coverage – minimum \$5,000,000
 - Workers’ compensation insurance at statutory limits
 - North Penn School District named as additional insured
 - Certificate of insurance showing above as well as evidence that policies won’t be cancelled without a minimum 30 days’ prior written notice to District
- Fee (to include all reimbursables). Invoices will be submitted monthly. There will be no reimbursables for these projects.
- The Owner will make provisions for furnished office space on site with access to a copier and internet access. CM to provide all computers, printers, cameras, cell phones, travel expenses, etc.
- All on-site staff are subject to interviews, review and acceptance by Owner.
- Additional Services as agreed to by Owner and Construction Manager. No Additional Services shall be provided without prior written authorization. If the project timelines are changed through no fault of the Construction Manager, then the Construction Manager shall submit a proposal for Additional Services.

Interested firms should submit three (3) hard copies and (1) email copy of their proposal by 4:00 pm on Thursday July 13, 2023 to:

Thomas Schneider
Director of Facilities & Operations
North Penn School District
630 W. 8th St.
Lansdale, PA 19446
(215) 853-1140
schneit@npenn.org

Questions can be directed to Thomas Schneider via email only. The deadline for all questions shall be 4:00 PM July 10, 2023. All questions will be answered and posted on the District’s website at www.npenn.org/bidspec.

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SELECTION PROCESS SCHEDULE

- Week of June 5, 2023 Issue RFP
- June 21, 2023 Pre-Proposal Meeting
 - 10:00 am – North Penn High School Audion, 1340 S. Valley Forge Rd, Lansdale, PA 19446
- July 13, 2023 Due Date – 4:00 PM – ESC, 401 E. Hancock St, Lansdale, PA 19446
- July 20, 2023* Initial Interviews – ESC, 401 E. Hancock St, Lansdale, PA 19446
- July 26, 2023 Second Round Interviews – ESC, 401 E. Hancock St, Lansdale, PA 19446
- July 31, 2023 Third Round Interviews – ESC, 401 E. Hancock St, Lansdale, PA 19446**
- August 8, 2023 Award CM Contract
- August 15, 2023 CM Services Begin

*Firms will be notified if they were selected for a first round interview on Monday, July 16th.

**If needed, third round interviews will be determined after the second round.

SELECTION CRITERIA

It is understood that the OWNER reserves the right to reject any or all proposals, or part thereof or items therein, and to waive technicalities required for the best interests of the OWNER. Omission of any information may be sufficient cause for rejection of the proposal. It is further understood that some of the items that will be considered in selecting a firm include, but are not limited to:

Cost:	30 points
K-12 Experience:	25 points
Other experience:	5 points
Innovative Services:	5 points
References:	30 points
Creditworthiness:	5 points

Note: The selected finalists must submit 3 years of audited financial statements.

It is finally understood that by requesting this proposal, the OWNER is not incorporating the public bidding process into this solicitation and nothing contained herein shall create any contractual rights or obligations by and between the OWNER and any person or entity responding hereto.

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CONSTRUCTION MANAGEMENT SERVICES

PROPOSAL FORM

Please submit this form indicating your fee and the estimated hours for the scope of work as defined in the RFP.

Option 1 – Reimagined North Penn High School & Transportation Center

Services	Fee	Estimated Hours
Pre-Referendum Services	\$	
Pre-Construction Services	\$	
Construction Services	\$	
Post Construction/Closeout	\$	
Total Service Fees – Option 1	\$	

Option 2 – System and Finishes Renovation to the North Penn High School & Transportation Center

Services	Fee	Estimated Hours
Pre-Referendum Services	\$	
Pre-Construction Services	\$	
Construction Services	\$	
Post Construction/Closeout	\$	
Total Service Fees – Option 2	\$	

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Unique, Innovative, or Creative (UIC) Services

Services	Fee	Estimated Hours
	\$	
	\$	
Total Fee – UIC Services	\$	

Company: _____

Printed Name: _____

Signature: _____

Date: _____

Phone: _____

Email: _____

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Non-Collusion Affidavit

Instructions:

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibribe-Rigging Act, 73 P.S. 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the associated approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "Complementary Bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the bid.

Non-Collusion Affidavit

Bid for: Construction Management Services – North Penn High School

State of _____ County of _____

I state that I am _____ of _____
(Title) (Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers. I am the person responsible in my firm for price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of competitive bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.
5. _____, its affiliates, subsidiaries, officers, directors, and employees
(name of my firm)
are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the above
(name of my firm)
representations are material and important, and will be relied on by North Penn School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North Penn School District of the true facts relating to the submission of bids for this contract.

(Name)
and

(Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY
OF _____, 20_____.

SIGNATURE OF NOTARY

Printed Name Notary Public

My Commission Expires